



**STATE OF MARYLAND  
BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS  
MINUTES OF THE MEETING HELD ON:  
Thursday, June 18, 2020 At 10:00 A.M  
Virtual Video Conference Meeting via Google Hangouts**

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**MISSION OF THE MARYLAND BOARD OF WATERWORKS & WASTE SYSTEMS OPERATORS**

The Treatment Systems that provide drinking water for our citizens and handle the wastes generated by our daily activities play an important role in protecting Public Health and the Environment of Maryland. Through the Certification Program established by State Law, the “Board of Waterworks and Waste Systems Operators” sets the education, experience and examination standards for Operators and Superintendents who work in these vital systems.

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*As of March 5, 2020, the Board has been operating under a State of emergency and catastrophic health emergency proclaimed by Governor Hogan due to the COVID-19 pandemic. Therefore, the June 18, 2020 Board meeting was held by videoconference (with the conference video link and telephone number made available to the public).*

**BOARD MEMBERS PRESENT**

William Shreve	Joseph Johnson
Jay Price	Bruce Darner
Partha Tallapragada	Nancy Hausrath
Hiram Tanner	Scott Harmon

**LIASONS, GUEST & STAFF PRESENT**

Dee Settar	Acting Board Secretary, Recused Board Member
Martin Fuhr	Board Staff
Victoria Arbaugh	Board Staff
Nancy Reilman	Former Board Member / MDE Staff
Jennifer Bowman	Board Counsel
Karen Brandt	MCET Liaison

**Not Present**

Dominic Deludos	Board Member
Sue Houghton	MRWA Liaison
Pamela Franks	Board Staff

**01. CALL TO ORDER**

Board Chair Bill Shreve called the meeting to order at 10:10 AM.

**02. REVIEW AND ADOPTION OF PROPOSED MEETING AGENDA**

It was moved by Joseph Johnson and seconded by Partha Tallapragada to adopt the proposed meeting agenda with an amendment to indicate that the meeting was via video call. Motion unanimously carried.

**03. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

Board Members reviewed the April 16, 2020 draft meeting minutes. After review, it was moved by Nancy Hausrath and seconded by Joseph Johnson to amend the minute notes to include the discussion of TRE, edit paragraph 7, correct a misspelling on line 114 and hold the approval until the July Meeting. Motion carried unanimously.

Board Members reviewed the May 19, 2020 draft meeting minutes. After review, it was moved by Joseph Johnson and seconded by Nancy Hausrath to amend the minutes to remove any notation of “unanimous” adoption in the absence of a second to the motion, to capitalize “Board” as a proper noun in all instances, and hold the approval of the minutes until the July Meeting. Motion carried unanimously.

#### **04. BOARD CHAIR’S COMMENTS**

Board Chairman Shreve thanked Board Members and Liaisons for attending today’s meeting. Chairman Shreve thanked Nancy Reilman, former WWSO Board Member and SDWA Division Chief, for her 20 years of service as a Board member and other contributions made during her tenure with Water Supply Program. Board members reminisced and offered well wishes for her retirement. After Nancy left the meeting, Chairman Shreve directed staff to obtain a plaque to recognize Nancy’s contributions, as well as those of former Board Member Joe Haxton.

#### **05. SECRETARY’S REPORT**

##### **A. Report on Board Administrative Activities (Revenue & Expenditures)**

Dee Settar noted that due to her acting capacity status as Board Secretary she would recuse herself from voting. Dee provided a partial breakdown of revenue and expenses history due to a delay in MDE’s fiscal program’s processing. As of May 31, 2020, the appropriations for FY2020 were \$290,891.00 and revenue was \$148,475.00. As of April 30, 2020, the most recent expenses were \$16,785.70 and the encumbrance was \$44,953.00.

Board Members inquired about updates for pending certification renewals for several operators; Board staff agreed to review the appropriate files and provide updates as soon as possible. Board Members offered to meet with MDE to discuss potential concerns regarding the ongoing administrative extension for certification renewals.

##### **B. Board Appointments**

Dee Settar congratulated Partha Tallapragada as a current Board Member representing MES and provided an update for the last vacant Board Member position for County Government. Board Counsel will determine possible flexibility in Board appointment categories. The Board Chair also discussed the ongoing urgency of filling the Board member vacant position.

##### **C. Report on Board’s Other Administrative Activities**

Board Staff discussed minor updates to the database. Board Members agreed to meet remotely for the July meeting and evaluate the possibility of meeting in person for the September meeting.

## **06. REVIEW OF APPLICATIONS**

1). Brandon Anderson – Requested Reciprocity from the State of Pennsylvania for a Maryland Industrial Wastewater Class 5 Operator Certification. Board Staff recommended that Mr. Anderson be granted the Maryland Industrial Wastewater Class 5 Certification. Scott Harmon moved to approve the Board Staff recommendation and was seconded by Jay Price. Motion was unanimously carried.

2.) David Hogrebe – Requested Reciprocity from the State of Delaware for a Maryland Water Treatment Class 3 Operator Certification. Board Staff recommended that Mr. Hogrebe be required to submit additional supporting documentation prior to being granted the Maryland Water Treatment Class 3 Operator Certification. Scott Harmon moved to approve the Board Staff recommendation and was seconded by Joseph Johnson. Motion was unanimously carried.

2.) Thomas Casteel – Requested Experience Credit for his Industrial Wastewater Class 5 Certification. He has been employed by Organic Solution Management at the Frito-lay Processing Plant since October 14, 2018 where he has logged over 4000 hours and passed the Industrial 5 Exam. Scott Harmon moved to approve the Board Staff recommendation and was seconded by Jay Price. Motion unanimously carried.

## **07. COMMITTEE REPORTS**

### **A. Training Review and Evaluation (TRE) Committee**

- 1) The Board requested the June 2020 TRE list include details related to “process” or “non process” for each course. The Board also discussed potential changes to course name change to reflect the course material. It was moved by Scott Harmon and seconded by Jay Price to approve the decision to permit Board Staff to amend the process detail and re-designate course names as necessary to reflect the course content. Motion was unanimously carried
- 2) Board Members expressed an interest in attending the next TRE Committee meeting, which will be held remotely on September 9, 2020. Board Members discussed potential changes to the TRE policy; TRE Committee comments will be provided to the Board at the July meeting, which may include deadlines for TRE applications submitted to Board staff, changes to the notification & approval process, and creation of a specific designation to identify distance learning courses as opposed to self-paced courses and webinars that are designated as on-line training.

## **08. ON-GOING BUSINESS**

### **A. COVID19 Update (Training & Exams)**

The Board staff reported that over 100 people had examinations cancelled due to the COVID-19 pandemic, and all have been re-scheduled. The make-up examinations scheduled for June 26 and June 29, 2020 at MDE will be held at limited capacity due to MDE and Montgomery Park requirements.

The Board Chair asked Acting Secretary Dee Settar to inquire if the Water Supply Program Administrator Saied Kasraei would agree to give MCET authorization to communicate with

Community Colleges to determine if availability for administering examinations and directed Board Staff to draft a memorandum to investigate and explore alternative options to test remotely using surrogates, vendors, etc.

#### **10. DISCUSSION WITH BOARD LIAISONS AND GUESTS**

- A. **Karen Brandt** – Discussed the difficulties and benefits of expanding remote and testing. She discussed the benefits of virtual, live classes provided they meet adequate safety and security measures.
- B. **Scott Harmon** – Concurred with Karen Brandt’s comments and supported efforts to expand both remote training and testing.

#### **11. ADJOURNMENT**

Joseph Johnson moved to adjourn virtual conference meeting at 12:04 PM. The next meeting will be held on **July 16, 2020 Video Conference Meeting held via Virtual Google Hangouts.**